

Pilot Hill Employee EcoPass Program

UNIVERSITY HILL COMMUNITY DEVELOPMENT



JANUARY 9, 2016

In March 2016, the City of Boulder contracted with the RTD regional bus system to provide free EcoPass bus passes to all full-time, non-student employees in the University Hill General Improvement District (UHGID).

UHGID was established in 1970 at the request of property owners to fund off-street public parking for district patrons. Over time, the scope of UHGID was expanded to also pursue access-related amenities such as bicycle parking and incentive programs to promote alternative modes of transportation.

At present, the district generates insufficient funding to support the program, therefore the program is a pilot supported by the city's general fund in partnership with GoBoulder through the end of 2017.



RTD EcoPass

How Do I Get Free EcoPasses for My Employees?

UHGID Businesses may help their employees by completing the following steps:

- Fill out and submit an **Authorized Signer Form** on the city's website [HERE](#). This means that you are the primary contact for the program and responsible for your employee's use of the pass. You may add a second Authorized Signer if needed.
- Within 5-7 business days, the Authorized Signer may pick up the number of **RTD EcoPass Authorization Forms** needed for your full-time (25+ hours per week), non-student employees at an EcoPass Office Hour Location.
- Bring the forms to your employees to fill out and have you sign. For RTD to accept the form, the name must match exactly the name listed on the employee's photo ID.
- Either the individual employees (or the Authorized Signer with photocopies of their photo IDs) must bring the signed form(s) to an **EcoPass Office Hour Location** to be enrolled in the RTD system:
 - **Downtown Information Center** (Pearl Street Mall at 13th Street) on Mondays from 10:30 a.m. to 2:30 p.m.
 - **The Fox Theatre** (1135 13th Street on the Hill) on the fourth Monday of the month from 3:00-5:00 p.m.
- Within 30 days of enrollment in the RTD system, your employees should bring the white copy of the form and a photo ID that exactly matches their name on the form to an **RTD office** (in Boulder: 14th/Walnut Street and underground at Boulder Junction, 3175 Pearl Parkway) to get their photo taken and pick up their EcoPass. Ask your employee to give you the **8-digit serial #** under their photo on the card. Write this on the pink copy of the form for your records.

What if I hire more employees or employees who have received EcoPasses no longer work here?

- An Authorized Signer may pick up more **RTD EcoPass Authorization Forms** at the EcoPass Office Hour locations.
- If/when your employee no longer works at your UHGID location, email his or her **8-digit serial #** to Lane Landrith, TDM Coordinator at LandrithL@bouldercolorado.gov to have the card deactivated. Your business could be responsible for the full cash fare of any rides taken after termination if the card is still active.